



Common Library Reports

ACCOUNTING/BUDGET/PAYROLL REPORTS

REPORT NAME	DESCRIPTION	PAGE NUMBER
COM021	Report that displays state share costs and administrative costs for the following benefits: health, dental, vision, life, FlexElect Cash, flex employer paid administrative fee, retirement, Social Security and Medicare.	COM-12
COM024	Report that identifies total wages paid from blanket funds for a specified pay period. Included are overtime and temporary help payments.	COM-14
COM025	Report that identifies retirement and Social Security/Medicare expenditures.	COM-15
COM026	Report that identifies state expenditures for each type of payment and for the following benefits: health, dental, vision, life, FlexElect Cash, and flex employer paid administrative fee.	COM-16

EQUAL EMPLOYMENT OPPORTUNITY REPORTS

REPORT NAME	DESCRIPTION	PAGE NUMBER
COM011	Report that counts employees by ethnicity and class title within an agency and unit. Two percentages are produced based on these counts, one for the unit and the other for the department.	COM-8
COM017	Report that compares your department's overall ethnic composition with the labor force parity you provide.	COM-9
COM020	Report that compares your department's overall ethnic and gender composition with the statewide labor force parity you provide.	COM-11
COM028	Report that provides an employee count and calculates the average monthly salary and the average annual salary first for the department as a whole, and second by gender which includes the PLP amount.	COM-18
COM028A	Report that provides an employee count and calculates the average monthly salary and the average annual salary first for the department as a whole, and second by gender. This report does not add in the PLP amount.	COM-18A
COM029	Report that produces an ethnic and gender breakdown of employee counts by class title and calculates percentages based on the total count of active employees in each class.	COM-19

INTERMITTENT HOURS TRACKING REPORTS

REPORT NAME	DESCRIPTION	PAGE NUMBER
INT001	Report that identifies intermittent employees eligible for health/dental benefits based on the specified control period.	INT-1
INT002	Report that identifies intermittent employees currently enrolled in health/dental benefits that have become ineligible based on the specified control period.	INT-2
INT003*	Report that identifies intermittent employees reaching the end of their vacation or personal holiday waiting period.	INT-3
INT004	Report that identifies intermittent employees not currently enrolled in a retirement plan that have become eligible.	INT-4
INT005	Report that identifies total hours worked and wages paid to intermittents (roll code 3, 4, 6, and 7) for a specified pay period.	INT-5
INT006	Report that identifies intermittent employees reaching their 1500 hour maximum (worked 1200 hours or more) for the specified year.	INT-6
INT007*	Report that identifies actual time worked (ATW) employees who have worked more than 150 days toward the 194 day maximum, based on the Leave Benefit ID 'DL' (days limited).	INT-7
INT008*	Report that identifies intermittent employees with probation reports due and indicates when the report is to be completed. Based on the Leave Benefit ID 'HP' (hours probation).	INT-8

*Use of these reports requires participation in the California Leave Accounting System (CLAS)

LABOR RELATIONS REPORTS

REPORT NAME	DESCRIPTION	PAGE NUMBER
COM023	Report that identifies employees who had a change in their collective bargaining designation.	COM-13

LEAVE ACCOUNTING REPORTS

REPORT NAME	DESCRIPTION	PAGE NUMBER
LEAVE001*	Report that identifies employees on Direct Deposit with less than 40 hours combined balance of Annual Leave, Vacation, CTO, Personal Leave and Excess Hours AND a Sick Leave balance of less than 20 hours.	LV-1
LEAVE004*	Report that identifies employees projected to exceed the vacation or annual leave maximum based on an employee's CBID. Note: This report cannot project changes in leave accrual rates.	LV-2
LEAVE006*	Report that identifies employees with a PLP balance and the dollar equivalent to cash out.	LV-3
LEAVE06A*	Report that identifies employees with a PL (PLP) and/or LD (2003 PLP) balances and the dollar equivalent to cash out.	LV-3A
LEAVE007*	Report that identifies employees who have state service data, but do not have leave benefit data. This report should be run periodically to determine if CLAS needs to be corrected.	LV-4
LEAVE009*	Report that provides the total number of CTO hours worked, and the total overtime hours worked and paid for a specified pay period.	LV-5
LEAVE010*	Report that provides the count of employees who used sick leave, and the total amount of sick leave hours used in a specified leave period. Report includes hours for leave benefits used in lieu of sick leave (leave transaction codes: 04, 71).	LV-6
LEAVE011*	Report that provides the number of hours worked and used, and the average number of employees for one calendar year for California Occupational Safety and Health Administration (CalOSHA). This report is similar to COM027, but uses the THLAS Leave file to subtract all hours used to get the final "TOTAL HOURS".	LV-7

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COM028

Report that provides an employee count and calculates the average monthly salary and the average annual salary first for the department as a whole, and second by gender which includes the PLP amount.

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AVERAGE MONTHLY/ANNUAL SALARY TOTAL
INCLUDING PLP AMOUNT
FOR ACTIVE AND TEMPORARILY SEPARATED EMPLOYEES
DATA AS OF: 05/21/2004

EMPL COUNT	AVERAGE MONTHLY SALARY	AVERAGE ANNUAL SALARY	GENDER	EMPL COUNT	AVERAGE MONTHLY SALARY	AVERAGE ANNUAL SALARY
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1491	\$4,615.69	\$35,388.36	FEMALE	464	\$4,373.05	\$48,876.71
			MALE	1027	\$4,872.29	\$58,467.52

COM028A

Report that provides an employee count and calculates the average monthly salary and the average annual salary first for the department as a whole, and second by gender. This report does not add in the PLP amount.

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AVERAGE MONTHLY/ANNUAL SALARY TOTAL
EXCLUDING PLP AMOUNT
FOR ACTIVE AND TEMPORARILY SEPARATED EMPLOYEES
DATA AS OF: 05/21/2004

EMPL COUNT	AVERAGE MONTHLY SALARY	AVERAGE ANNUAL SALARY	GENDER	EMPL COUNT	AVERAGE MONTHLY SALARY	AVERAGE ANNUAL SALARY
-----	-----	-----	-----	-----	-----	-----
1491	\$4,615.69	\$35,388.36	FEMALE	464	\$4,373.05	\$48,876.71
			MALE	1027	\$4,872.29	\$58,467.52

LEAVE06A

Report that identifies employees with a PL (PLP) and/or LD (2003 PLP) balances and the dollar equivalent to cash out.

LIST OF EMPLOYEES WITH A PLP BALANCE AND THE TOTAL PLP CASH OUT AMOUNT
IN AGENCY 444 AND UNIT 112
DATA AS OF: 05/22/2004

NAME	SSN	CBID	CLASS	HOURLY SALARY	PLP BALANCE	2003 PLP BALANCE	PLP CASH OUT AMOUNT	2003 PLP CASH OUT AMOUNT	TOTAL CASH OUT AMOUNT
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ADAMS, ROBBIE C	122-22-2222	R01	4159	\$28.83	.00	56.00	\$.00	\$1,614.48	\$1,614.48
BROWN, MACY M	211-11-1111	R04	1379	\$14.56	.00	37.50	\$.00	\$546.00	\$546.00
CARTER, MARK H	322-22-2222	S01	4161	\$36.27	64.00	80.00	\$2,321.28	\$2,901.60	\$5,222.88
DANSON, CRYSTAL A	233-33-3333	R01	4159	\$26.15	.00	56.00	\$.00	\$1,464.40	\$1,464.40
EVANS, JONATHAN D	344-44-4444	R01	4159	\$24.90	.00	48.00	\$.00	\$1,195.20	\$1,195.20
TOTAL FOR UNIT: 120					64.00	277.50	\$2,321.28	\$7,721.68	\$10,042.96